

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110022-1

REPORTS INVENTORY						CONTROL NO. DDS/OF-091					
PREPARE IN DUPLICATE											
1. TITLE OF REPORT (if a fill-in report include Form No.) Report to Component after Processing Financial Statement						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING					
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY <input checked="" type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)					
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly/Quarterly				6. DISTRIBUTION (No. of components not number of copies) 1					
7. FORMAT (memorandum, form computer print-out, etc) Form		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">YES</td> <td style="width:50%; text-align: center;">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT PSAD/OF		
YES	IF YES GIVE ADP PROCESSING NO.										
<input checked="" type="checkbox"/> NO											
10. PREPARING COMPONENT (include lowest level contributing information to report) PSAD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)							
12. COST FACTORS											
A. MANUAL PREPARATION AND REVIEW COSTS											
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR				
GS-13	\$ 9.13		1/20		\$.45		480				
GS-05	3.57		1/12		.30		480				
					\$.75						
						\$ 360.00					
B. COSTS OF COMPUTER PRODUCED REPORTS											
TOTAL COSTS PER YEAR						\$ 360.00					
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. <p>This report is used to advise operating component that accounting has been processed and any differences between Agency equity and the equity as reflected on the financial statements. Started in 1960.</p>											
14. FUTURE GOALS											
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">MAN-HOURS</td> <td style="width:50%; text-align: center;">DOLLARS</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		MAN-HOURS	DOLLARS		
MAN-HOURS	DOLLARS										
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION				

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